



THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA
 SCHOOL BOARD ADMINISTRATION BUILDING
 Procurement Management Services
 1450 N.E. 2nd Avenue, Room 650
 Miami, FL 33132

Direct All Inquiries To
 Procurement Management Services
 Buyer's Name: Miranda James
 PHONE: (305) 995- 1621
 Email: mjames@dadeschools.net
 TDD PHONE: (305) 995-2400

BID/RFP ADDENDUM

Date: 6/02/2021
 Addendum No. 2

BID/RFP No. ITB-20-065-MJ BID/RFP TITLE: Disinfectant Wipes

This addendum modifies the conditions of the above-referenced BID/RFP as follows:

The date and time has been revised for the bid opening. All other terms and conditions apply.

All information, specifications terms, and conditions for the above-referenced BID/RFP, are included on the document posted on the Procurement Management website at <http://procurement.dadeschools.net>

The attached pages containing clarifications, additional information and requirements constitute an integral part of the referenced bid. If your bid/proposal has not been submitted, substitute the pages marked REVISED and mail your entire bid/proposal package.

I acknowledge receipt of Addendum Number 2

PLEASE NOTE: If your firm has forwarded a copy of this bid/proposal to another vendor, it is your responsibility to forward him/her a copy of this addendum.

(PLEASE TYPE OR PRINT BELOW)

LEGAL NAME OF BIDDER: _____

MAILING ADDRESS: _____

CITY, STATE ZIP CODE: _____

TELEPHONE NUMBER: _____ E-MAIL I.D. _____ FAX # _____

BY: SIGNATURE (Manual): _____
 OF AUTHORIZED REPRESENTATIVE

NAME (Typed): _____ TITLE: _____
 OF AUTHORIZED REPRESENTATIVE



The School Board of Miami-Dade County, Florida
PROCUREMENT MANAGEMENT SERVICES
 1450 NE 2nd Avenue, Ste. 650, Miami, Florida 33132
 305-995-4288
Bidder Qualification Form

INVITATION TO BID (ITB)

DUE DATE: Bids due at or before Tuesday, June 8, 2021 at 1:00 p.m. Eastern Time (ET) at the School Board Administration Building. **DUE TO SOCIAL DISTANCING GUIDELINES PLEASE REFER TO ATTACHMENT 16 Check Addenda for any revised opening dates before submitting your bid. Bid(s) received after the date and time stated above shall not be considered for award. Faxed and/or emailed bids are not allowed and will not be considered for award.	ITB NO.: ITB-20-065-MJ	RELEASE DATE: May 19, 2020	PURCHASING AGENT: Miranda James
	BID TITLE: Disinfectant Wipes		

SECTION 1 - BIDDER ACKNOWLEDGEMENT

THIS SECTION MUST BE COMPLETED IN ITS ENTIRETY INCLUDING THE SIGNATURE OF AN AUTHORIZED REPRESENTATIVE WHERE INDICATED BELOW AND SUBMITTED WITH THE BID. FAILURE TO PROVIDE THIS DOCUMENT, WITH THE BID, WILL RESULT IN BID BEING CONSIDERED NON-RESPONSIVE.

Bidder's Name and state "Doing Business As", where applicable:	"REMIT TO" ADDRESS FOR PAYMENT: If payment(s) is/are to be mailed to address other than as stated on left, please complete section below. <input type="checkbox"/> Check this box if address is the same as stated on the left.
Address:	P.O. Box:
City:	City:
State: Zip Code:	State: Zip Code:
Telephone Number:	Sales Contact:
Sales E-Mail Address:	
E-mail Address to Send Purchase Orders:	
Federal Tax Identification Number:	
A. I hereby certify that I am submitting the following information as my firm's (Bidder) bid and I am authorized by Bidder to do so. Bidder agrees to complete an unconditional acceptance of the contents of all pages in this Invitation to Bid (ITB), and all appendices and the contents of any Addenda released hereto; Bidder agrees to be bound to any and all specifications, terms and conditions contained in the ITB, and any released Addenda and understand that the following are requirements of this ITB and failure to comply will result in disqualification of bid submitted; Bidder has not divulged, discussed, or compared the bid with other Bidders and has not colluded with any other Bidder or party to any other bid.	_____ <i>Signature of Authorized Representative (Manual)</i>
B. I certify that this bid is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a bid for the same materials, supplies, or equipment, and is in all respects fair and without collusion or fraud. I agree to abide by all conditions of this bid; and I certify that I am authorized to sign this bid for the bidder.	_____ <i>Name of Authorized Representative (Typed or Printed)</i>
C. I certify that my Bidder satisfies all necessary legal requirements as an entity to do business with The School Board of Miami-Dade County, Florida.	_____ <i>Title of Authorized Representative</i>
D. I certify agreement with the School Board of Miami-Dade County Business Code of Ethics and agree to comply with this Code and all applicable School Board contracting and procurement policies and procedures. (School Board Rule 6Gx13-3F-1.025)	_____ <i>E-Mail Address of Authorized Representative</i>
E. I certify that neither I, my company, its principals, or any wholly owned subsidiary are currently debarred or in default of any bid, purchase order, or contract with the School Board or any other private or governmental entity.	
F. I agree that this bid cannot be withdrawn within 90 days from date due.	

SECTION 3 - CALENDAR

ITB Release Date	Wednesday, May 19, 2021
Pre-Bid Conference*	Thursday, May 27, 2021 at 10:00 a.m. ET
Pre-Bid Conference Location	Via Zoom at: Meeting ID: 914 9591 6568 Passcode: 969720 One tap mobile +13017158592,,91495916568# US (Washington DC) +13126266799,,91495916568# US (Chicago)
Deadline for Questions	Thursday, May 27, 2021 at 5:00 p.m. ET
Bid Due Date/Time	Tuesday, June 8, 2021 at 1:00 p.m. ET
Virtual Bid Opening Meeting:	Tuesday, June 8, 2021 at 2:00pm ET
Bid Opening Location	Via Zoom at: Meeting ID: 963 8325 8347 Passcode: 978824 One tap mobile +16468769923,,96383258347# US (New York) +13017158592,,96383258347# US (Germantown) (See instructions on Attachment 16)
Projected Board Approval of Contract	July 2021
The contact person for this ITB is:	Miranda James
Email Address:	mjames@dadeschools.net
Telephone:	(305) 995-1621
Fax:	(305) 995-2307

**Pre-Bid Conference attendance is not required. In compliance with Florida Statutes, Chapter 119, commonly known as the Florida Sunshine law this meeting will be recorded in its entirety.*

ATTACHMENT 2 - MAILING LABEL

Please print the mailing label below and affix to your bid package to ease identification when MDCPS receives your bid. Affix the mailing label below on the outside of your package even if you are utilizing UPS, FedEx or another carrier who prints the address information.



SEALED PROPOSAL ENCLOSED (To be opened by the Contact Person noted below)	
Bidder's Name:	
Bidder's Address:	
Bidder's Telephone Number:	
	<u>BID BOX</u>
	Miami-Dade County Public Schools Procurement Management Services Attn: Miranda James 1450 NE 2 nd Ave Miami, FL 33132
ITB No.: ITB-20-065-MJ	
ITB Title: Disinfectant Wipes	
Proposal Due Date: Tuesday, June 8, 2021 by 1 p.m. ET	

ATTACHMENT 14 - PROPOSAL SUBMITTAL RECEIPT FORM

All Bidders MUST adhere to the guidelines stated in the Instructions to Bidders. As such, all bidders will sign and acknowledge timely submittal of this ITB, as well as Procurement Management Services Staff. This form must be included within the timely bid package. Please complete the following form and attach the form to the outside of your firm's bid response.

ITB Name and Number:	ITB-20-065-MJ Disinfectant Wipes
ITB Due Date:	Tuesday, June 8, 2021 by 1:00 p.m. ET
Bidder's Name	
Business Address	
Bidder's Date and Time of Submission:	
Authorized Bidder's Signature:	
Procurement Management Staff Name and Signature:	
Verify Date and Time of Bidder's Submission:	

ATTACHMENT 16 - BID OPENING INSTRUCTIONS

ITB-20-065-MJ DISINFECTANT WIPES

BIDS DUE: Sealed bids will be received by The School Board of Miami-Dade County, Florida until **1:00 P.M. local time, on Tuesday, June 8, 2021 at the M-DCPS School Administration Building located at 1450 NE 2nd Ave, Miami, FL 33132**, in a main sealed envelope or container (box), and via the e-bidding platforms Periscope S2G or DemandStar.

For bid submittal requirements or instructions, please refer to **Section 5.3** of this ITB.

INSTRUCTIONS: Bidders can drop off their bids at the bid box at the 2nd Avenue entrance to the MDCPS School Board Administration Building. Bidders should place security badge on the outside of their bid submissions. A picture ID is required to enter the premises.

The bid opening will take place virtually via zoom.

Tuesday, June 8, 2021 at 2:00 p.m. ET
Meeting ID: 963 8325 8347
Passcode: 978824
One tap mobile
+16468769923,,96383258347# US (New York)
+13017158592,,96383258347# US (Germantown)

SPECIAL INSTRUCTIONS: Bidders are required to practice social distancing guidelines when visiting the School Board Administration Building or any other MDCPS site.

- ❖ Bidders will not be allowed on site without a face mask.
- ❖ Bidders will not be allowed to congregate.
- ❖ Bidders must stay 6 feet apart from others.
- ❖ Please only have 1 representative from your firm drop off the bid.

Should you have any trouble locating the site please call (305) 995-4288.